

INCOMPLETE REQUEST FORM

Incomplete grade policies and procedures:

1. Use this form to request a grade of I, Incomplete in the event that you are not able to complete all required coursework by the last day of class. Refer to the Student Handbook for complete text of Erikson Institute's Incomplete Course Policy.
2. You must have completed a majority of the required coursework AND have attended class on a regular basis in order to be eligible for a grade of I, Incomplete.
3. All Incomplete Request Forms must be approved in writing by the course instructor and submitted to the Registration and Student Records Office **NO LATER THAN THE LAST DAY OF CLASS**. Late forms will not be accepted. **The Incomplete Request is not officially accepted until it is reviewed and approved by the Registration and Student Records Office.**
4. After discussing your Incomplete request with your instructor, they will establish a deadline for the completion of your outstanding work. **The deadlines shall be NO LATER than the following for the 2024-2025 school year:**
 - a. Fall term courses: **December 12** (12-week); **January 3** (15-week)
 - b. Spring term courses: **April 17** (12-week); **May 9** (15-week)
 - c. Summer term course: **August 18** (12-week)
5. Once the Incomplete request is granted you will receive a grade of an "I" as a placeholder until the date that the outstanding work is due (specified below by your instructor). **If you do not submit the Incomplete Request form by the last day of class OR you do not complete the outstanding work by the deadline outlined below, you will receive the grade you earned prior to your request for an an Incomplete (specified below by your instructor).** If the student does complete the outstanding work, the instructor will submit a Change of Grade form.
6. Students with pending or current Incompletes will not be allowed to do an internship/practicum.

Student Name: _____ Erikson ID #: _____

Academic Year: _____ Term: Fall Spring Summer

Course Number/Course Name: _____ / _____

Nature of work to be completed: _____

As of today, what grade has the student earned in the course (without the outstanding work)?

Instructor's deadline for completion (see final deadlines above):

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

For Registration and Student Records Office Use Only

Staff Initials:

Date Approved::